



**STATE OF TENNESSEE THIRD PARTY ADMINISTRATOR
 REPORTING PROCESS (INJURED EMPLOYEE)**

Step #	Action to be Taken
1	Call 9-911 for all emergencies that result in serious bodily injury, and seek treatment at the nearest emergency room.
2	Notify your supervisor immediately.
3	Tell your supervisor what happened, how it happened, who saw what happened, and if you were injured as a result of the accident.
4	If you are a witness to a work-related accident where a fellow employee is injured and the involved employee cannot notify his or her supervisor, you should attempt to notify the supervisor.
5	Complete an Accident/Medical Incident Report (Appendix A) and send it to the Columbia Campus Security office.
6	You and your supervisor call the 24/7 Call Center at 1-866-245-8588.
7	<i>Option #1 – you, the injured employee, speak to a nurse for immediate care. Supervisor will verify this is a work related injury. Employee will give necessary information. Registered Nurse will evaluate and determine care/treatment options. If no medical treatment recommended, no other action is needed from you or your supervisor.</i>
8	If Option #1 is selected, you will be asked the following information: <ul style="list-style-type: none"> • Employee First and Last Name • Social Security Number • Date of Birth • Date of Injury • Employer Location and Department • Supervisor name and contact # • Employee contact # • Nature of Injury • If the registered nurse recommends for you to seek immediate medical treatment, the nurse will direct you to the nearest State approved medical provider. If you attempt to use a provider that is not on the approved list, you will not be able to get your claim paid through worker’s compensation.